SH.ARP

The ST2 **Sh**arePoint **A**udit and **R**eview **P**lan

The SH.ARP health audit for your SharePoint server farm reviews important aspects of the current state of your SharePoint Implementation and delivers a report and action plan. SharePoint Farms have a habit of growing exponentially and becoming difficult to manage, we will provide you with an accurate assessment of what is happening and a way to manage your SharePoint now and into the future. Our technologists will share their analysis then walk you through a report and action plan for maintaining a reliable service with good performance. The objective ultimately being the protection of your content and a projection of content growth for a further year.

This service entails the following activities with approximate duration and the dependencies on your technical personnel:

- 1 day initial audit with a decision as to whether further audit time is required.
  Dependencies –

  - SQL Server database administrator with access to relevant SharePoint databases, backup procedures and knowledge of the database server / cluster design.
  - Someone with access to the usernames and passwords for the SharePoint farm and service accounts

- Potentially a further day of audit.
- 1 to 2 days to create a "get well" remediation plan, present and discuss it.
- Up to 5 days for remediation work
  Dependencies –

  - SQL Server database administrator as above

- o Someone with access to the usernames and passwords for the SharePoint farm and service accounts
- o Depending on the nature of the remediation work there could be a dependency on other technical personnel

Assumptions / scope of remediation –

- o The existing SharePoint Farm can, and should, be remediated - i.e. the version of SharePoint is in support and the state of the farm is such that complete replacement is not required
- o Addition of new servers or extensive rearchitecting of the search configuration is not required
- o There are no serious issues with user profile synchronisation
- o Other issues that cannot be expected to be resolved in a 5 day period

If any matters are identified that do not fit the assumptions and scope a separate proposal can be made for remediation.

The following is a non-exhaustive list of audit items to provide an indication of what is covered:

- SharePoint and SQL Server service account usernames and passwords are all known and stored securely
- There is a backup process for SharePoint content in place
- Server design – expected disk volumes for different purposes are available, hardware specifications are adequate
- SharePoint content databases are within recommended size limits for maintaining performance
- Review SharePoint built in health analyser reports
- Review server and SharePoint log files for clear signs of problems
- Check operation of major SharePoint services
- Check for service pack, patch level and to see if there are any pending upgrade actions